

*Letter of Recommendation Sample*

February 1, 20XX

Dear Clerical and Service Staff Advisory Committee:

It is with great pleasure that I write this letter of recommendation for Jane Doe.

Jane has worked in the Great Department for five years in an office support role. I have worked closely with her for three of those years. During this time, I have observed Jane's organizational skills and her ability to manage an office with ease.

Recently, Jane has taken steps to further her education so that she can become more marketable in today's challenging workplace. She has created a working balance between her work and student responsibilities. Your grant will help her continue to pursue her goal.

Jane is one of our most important resources within the Great Department, and an asset to Purdue University. She has set an example to us all that we can continue our education while maintaining a high level of success within our current positions.

I give my highest recommendation that Jane be awarded the CSSAC Employee Grant.

Sincerely,

Ms. Incharge  
Department Head